



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

**"Jefferson County: Responsible government  
advancing quality of life"**

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** March 6, 2014

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of March 3, 2014

<b>March 10, 2014 Monday</b>	UW Extension Education Committee  Drainage Board  Farmland Conservation Easement Commission	8:30 a.m.  9:30 a.m.  12:30 p.m.	UW Extension 864 Collins, Rm 12, Jefferson  Jefferson County Courthouse, Rm 202  Jefferson County Courthouse, Rm 203
<b>March 11, 2014 Tuesday</b>	Human Services Board  County Board	8:30 a.m.  7:00 p.m.	Workforce Development 874 Collins, Rm 103, Jefferson  Jefferson County Courthouse, Rm 205
<b>March 12, 2014 Wednesday</b>	Economic Development Consortium  Courthouse Security & Facilities Committee  Finance Committee	8:30 a.m.  8:15 a.m.  10:00 a.m.	UW Extension 864 Collins, Rm 12, Jefferson  Jefferson County Courthouse, Rm 202  Jefferson County Courthouse, Rm 112
<b>March 13, 2014 Thursday</b>	Zoning Board of Adjustment – Site Inspections  Zoning Board of Adjustment – Public Hearing	10:30 a.m.  1:00 p.m.	Jefferson County Courthouse, Rm 203  Jefferson County Courthouse, Rm 205
<b>March 14, 2014 Friday</b>	Wisconsin Counties Utility Tax Association (WCUTA)	10:30 a.m.	
<b>March 15, 2014 Saturday</b>	Lake Ripley Management District	9:30 a.m.	Oakland Town Hall N4450 CTH A, Cambridge
<b>March 16, 2014 Sunday</b>	No Scheduled County Meetings		



**Jefferson County**

**University of Wisconsin-Extension  
Cooperative Extension**

864 Collins Road  
Jefferson, WI 53549

(920) 674-7295

(920) 674-7200 (fax)

**DATE:** March 5, 2014  
**TO:** Sarah Bregant, Glen Borland, Matthew Foelker, Jennifer Hanneman, Mike Kelly, and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, John Molinaro, Matt Hanson  
**FROM:** Kathleen Eisenmann, Family Living Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, March 10, 2014 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call ( to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of February 10, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Update on Support Staff Hiring Process
8. Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats., Considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (affirmative roll call vote required)
9. Move into open session pursuant to Section 19.85(2), Wis. Stats., to conduct business as detailed on the duly posted agenda (affirmative roll call vote required)
10. Identify future meeting dates – April 8, 2014 and possible agenda items
11. Adjourn

**The Committee may discuss and/or take action on any item specifically listed on the agenda.**

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

*“Enriching people with knowledge, perspective, skills and aspirations.”* University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

**JEFFERSON COUNTY FARM DRAINAGE BOARD**  
**Monthly Board Meeting**  
**Jefferson County Courthouse**  
**311 S. Center Avenue, Room 202**  
**Jefferson, WI 53549**

March 10, 2014  
9:30 a.m.

**AGENDA**

1. Call meeting to order
2. Pay bills
3. Motion to adjourn



## **Farmland Conservation Easement Commission Agenda**

**Jefferson County Courthouse, Room 203**

**311 S Center Ave**

**Jefferson, WI 53549**

**Monday, March 10, 2014 12:30 pm**

Members: Margaret Burlingham (Chairperson), Amy Rinard (Vice-Chairperson), Mariah Hadler (Secretary), Steve Nass and Blane Poulson.

1. Call to Order
2. Roll Call
3. Certification of Compliance With Open Meetings Law Requirement
4. Review of Agenda
5. Public Comment
6. Communications
7. Review & Approval of the January 13, 2014 meeting minutes
8. Discussion and possible action on PACE applications
  - a. Greg Wilke, Town of Waterloo
  - b. Roger Lehman – Town of Oakland
  - c. Clifford Haberman – Town of Milford
9. Discussion on Farmland Conservation Easement Commission Budget for purchasing easements.
10. Jefferson County Land and Water Conservation Report on Baseline Documentation for Easements.
11. Discussion on future events that the Farmland Conservation Easement Commission would like to participate in.
12. Discussion on Community Outreach in regard to Farmland Preservation Awareness. Discussion Farmland Conservation Easement goals for the upcoming year.
13. Future Meeting Dates
  - a. April 14, 2014 at 12:30 pm in Room 203
  - b. May 12, 2014 at 12:30 pm in Room 203
  - c. June 9, 2014 at 12:30 pm in Room 203
  - d. July 14, 2014 at 12:30 pm in Room 203
14. Suggestions for the Next Agenda
15. Adjourn

\*\*\*The Commission may discuss and/or take action on any item specifically listed on the agenda.

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# **AGENDA**

**Jefferson County Human Services Board  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103, Jefferson, WI 53549  
March 11, 2014 at 8:30 a.m.**

## **Committee Members:**

**Jim Mode, *Chair***  
**Dick Jones, *Secretary***  
**Julie Merritt**  
**Augie Tietz**

**Pamela Rogers, *Vice Chair***  
**John McKenzie**  
**Jim Schultz**

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the March 11, 2014 Agenda
5. Citizen Comments
6. Approval of February 11, 2014 Board Minutes
7. Communications
8. Review of Final, 2013 Financial Statement
9. Review and Approve February, 2014 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Presentation about the Prevention of Child Abuse Month
12. Senior Dining Annual report
13. Update on new professional contracts
14. Updates from Wisconsin County Human Services Association
15. Set next meeting date and potential agenda items (April 8 at 8:30 a.m.)
16. Adjourn

**The Board may discuss and/or take action on any item specifically listed on the Agenda**

**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

# **AGENDA**

## **JEFFERSON COUNTY BOARD MEETING**

**Tuesday, March 11, 2014 7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **REVIEW OF THE AGENDA**
6. APPROVAL OF FEBRUARY 11, 2014 COUNTY BOARD MINUTES
7. SPECIAL ORDER OF BUSINESS
  - a. Presentation to County – Government Finance Officers Association (GFOA) Award for Achievement for Excellence in Financial Reporting
8. COMMUNICATIONS
  - a. Treasurer's Monthly Report
  - b. Zoning Committee Notice of Public Hearing, March 20, 2014, 7:00 p.m. Rm 205
9. PUBLIC COMMENT
10. ANNUAL REPORTS
  - a. Coroner – Patrick Theder
  - b. County Clerk – Barbara Frank
  - c. Treasurer – John Jensen

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
11. ADMINISTRATION AND RULES COMMITTEE
  - a. Ordinance – Organizational Meeting time change
  - b. Ordinance 2013-24 – Update Board Rules in anticipation of new term
  - c. Resolution – Award case management services contract
  - d. Resolution – Designate official county newspaper
12. FINANCE COMMITTEE
  - a. Resolution – Act on year-end departmental deficits
  - b. Resolution – Act on year-end requests to carry over funds
  - c. Resolution – Authorize County Administrator to contract to purchase 211 East Washington Street, Jefferson
  - d. Resolution – Authorize County Administrator to settle litigation
13. HIGHWAY COMMITTEE
  - a. Resolution – Resolution – Authorization for the Highway Department to enter into contract for lime rock crushing
  - b. Resolution – Approving 2014 Local Road Improvement program asphalt bids
  - c. Resolution – Approving 2014 pre-mixed asphaltic concrete vendor prices
  - d. Resolution – Approving 2014 asphalt pulverizing and milling bids
  - e. Resolution – Approving 2014 seal coat oil vendor prices

14. HUMAN RESOURCES COMMITTEE
  - a. Resolution – Ratify Jefferson County LAW Local 102 Contract
  - b. Resolution – Adjust compensation for law enforcement management
  - c. Resolution – Eliminating one part-time, 19 hour/week Administrative Assistant II position in the Sheriff's Department and one vacant .4 Program Assistant position in Emergency Management and creating one full-time Program Assistant position
15. HUMAN SERVICES BOARD
  - a. Resolution – Proclaiming the month of April 2014 as Child Abuse and Neglect Prevention Month
16. INFRASTRUCTURE COMMITTEE
  - a. Resolution – Rescind Resolution 2013-60
  - b. Resolution – Award precast concrete bid for New Highway Shop
17. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE
  - a. Ordinance – Establish penalties for hazardous material discharges and reimbursement process for emergency responses
18. PARKS COMMITTEE
  - a. Resolution – Authorize application for Outdoor Recreation Aids Grant
19. PLANNING & ZONING COMMITTEE
  - a. Report – Approval of Petitions
  - b. Ordinance – Amend Zoning Ordinance
  - c. Ordinance – Amend Zoning Ordinance Text
  - d. Ordinance – Creation of Jefferson County Mobile Tower Siting Permit section of the Zoning Ordinance
20. APPOINTMENT BY COUNTY ADMINISTRATOR
  - a. Robert Birmingham to the Historic Sites Preservation Commission for a three-year term ending April 2017
21. ANNOUNCEMENTS
  - a. County Board Supervisor Orientation – April 8, 2014, 6:00 p.m.
  - b. Recognition of Outgoing Supervisors
22. ADJOURN

**NEXT COUNTY BOARD MEETING**  
**April 15, 2014 4:00 P.M. ROOM 205**  
(Time change pending County Board approval)

## Jefferson County Economic Development Consortium

*Making Connections Giving Directions*



**March 12, 2014**

**864 Collins Road, Rm 12, Jefferson**

## AGENDA

### Committee Members

Chairman John David – City of Watertown, Vice Chairman- Vacant, Secretary Al Counsell – County Supervisor, Timothy Freitag-City of Jefferson, Steve Wilke - City of Lake Mills, Mark Johnsrud-Village of Johnson Creek, Mo Hanson – City of Waterloo, Vacant-City of Whitewater, Matt Trebatoski – City of Fort Atkinson, Augie Tietz-County Supervisor, James Schroeder-County Supervisor

1. Call to Order
2. Roll Call (Establish a quorum)
3. Certification of Compliance with Open meeting Laws
4. Approval of Agenda
5. Introduction of Executive Director
6. Citizens Comments
7. Approval of Minutes – February 2014
8. Communications
9. Finance Report
10. Vice Chairperson Vacancy
11. Jefferson County Economic Development Consortium Home Buyer/Rehabilitation Programs
12. Committee Reports Committee Reports
  - a. Tourism
  - b. Glacial Heritage Area
  - c. Citizen Comments
13. Future Agenda Items
14. Upcoming Meetings/Seminars
15. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda.

*"Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made."*



# COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Jefferson County Courthouse

**Room #202**

311 S. Center Avenue

Jefferson, WI 53549

**March 12, 2014 at 8:15 a.m.**

## ***Committee Members by SCR 70.39***

*Randy R. Koschnick  
Circuit Court Judge*

*John Molinaro  
County Board Chair*

*Benjamin Wehmeier  
County Administrator*

*Carla Robinson  
Clerk of Circuit Court*

*Michael Onheiber  
Family Court Commissioner*

*Paul Milbrath  
Sheriff*

*Susan Happ  
District Attorney*

*Jeffrey DeLaRosa  
Public Defender*

*Jennifer Weber  
Rep. of local bar association*

*Laurie Anderson  
V/W Coordinator*

*Donna Haugom  
Emergency Mgmt Director*

## ***Other Members:***

*Mark Miller  
Central Services Manager*

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from December 4, 2013 meeting.
5. Communications.
6. Citizen comments.
7. Closed Session: The Committee may enter into Closed Session to consider strategy for crime detection or prevention under §19.85(1)(d), Wis. Stats.
8. Reconvene to Open Session for possible action and consideration of the items discussed in Closed Session and the remaining agenda items.
9. Courthouse Security Plan Update:
  - a) **Duress alarms:** duress alarms have been reactivated. Pager system has been deactivated. Courthouse staff should contact security station at 8670 to have bailiff paged. Security bailiffs to remove and replace red security info cards so that they contain correct contact information.
  - b) Replacing Courtroom Security Cameras (Miller).
  - c) SCR 68.05(4)(m) “preparedness plan for disasters impacting or affecting court operations in coordination with local emergency management department” (Haugom).
10. Continuity of Operations Report (Haugom).
11. Tentative future meeting dates:

June 4, 2014	8:15 a.m.
September 3, 2014	8:15 a.m.
December 3, 2014	8:15 a.m.
12. Adjourn.

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**Agenda**  
**Jefferson County**  
**Finance Committee**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Wednesday, March 12, 2014

Time: 10:00 a.m.

Committee members:	Braugher, James B.	Mode, Jim (Vice-Chair)
	Hanneman, Jennifer (Secretary)	Molinaro, John
	Jones, Richard C. (Chair)	

1. Call to order.
2. Roll call (establish a quorum).
3. Certification of compliance with the Open Meetings Law.
4. Review of the agenda.
5. Citizen comments.
6. Approval of Finance Committee minutes for February 25, 2014.
7. Communications
8. Discussion and possible action on increasing fees for passport photos from \$10 to \$12.
9. Discussion and possible action on approving out of state travel for Child Support department.
10. Discussion and possible action on changes to the Rules for Reimbursement of Expenditures.
11. Monthly Financial Report-Finance Department.
12. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.
13. Review and discussion on 2014 projections of budget vs. actual.
14. Update on contingency fund balance.
15. Set future meeting schedule, next meeting date, and possible agenda items.
16. Payment of invoices.
17. Adjourn.

Next scheduled meetings:

Thursday, April 10, 2014 Regular Meeting
Thursday, May 8, 2014 Regular Meeting
Thursday, June 12, 2014 Regular Meeting
Thursday, July 10, 2014 Regular Meeting

All meetings are scheduled to begin at 8:30 am unless otherwise noted

*The Board may discuss and/or take action on any item specifically listed on the agenda*

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## JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Janet Sayre Hoeft, Chair; Dale Weis, Vice-Chair; Don Carroll, Secretary;  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON MARCH 13, 2014 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 10:30 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 10:45 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 10:30 a.m.*
2. *Roll Call*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Review of Agenda*
5. *Approval of February 13, 2014 Meeting Minutes*
6. *Communications*
7. *Site Inspections – Beginning at 10:45 a.m. and Leaving from Room 203*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

### NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, March 14, 2014 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; decisions shall be rendered after public hearing on the following:

**V1415-14 – Dustin Wilke:** Variance from ATCP 51.12 and Sections 11.04(f)6 and 11.05(d)2 of the Jefferson County Zoning Ordinance to allow a manure storage structure within 350 feet of property lines at N7836 Newville Road, on PIN 030-0813-2914-004 (13.979 Acres) in the Town of Waterloo.

**10. Decisions on Above Petitions**

**11. Adjourn**

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

The Board may discuss and/or take action on any item specifically listed on the agenda.

**JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*